THE EASTERN IOWA AIRPORT
CEDAR RAPIDS

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Request for Quotations

# Joint Rental Car Facility CCTV Installation

Cedar Rapids Airport Commission
The Eastern Iowa Airport
2515 Arthur Collins Parkway SW
Cedar Rapids, IA 52404

March 6, 2015

**REQUEST FOR QUOTATIONS**
**FOR**
**JOINT RENTAL CAR FACILITY CCTV INSTALLATION**

A. Description of Work

The Work generally consists of the procurement, installation, and configuration of the closed circuit television system. As well as training of relevant users regarding use of the CCTV system and additional training in respect to system administration will also be given to relevant users.

B. Type of Quotation

Quotations shall be on a lump sum basis. A bid bond will not be required.

C. Contract Time Information

| **Scheduled Item** | **Scheduled Date** |
|---|---|
| RFQ Release Date (www.eiairport.org) | Friday, March 6, 2015 |
| Pre-Quotation Meeting and Site Visit | Wednesday, March 11, 2015 – 2 PM CDT |
| Deadline for Questions | Wednesday, March 18, 2015 – 2 PM CDT |
| Final Addenda, if any, posted on Airport's website | Friday, March 20, 2015 |
| Quote Due Date and Time | Friday, March 27, 2015 – 2 PM CDT |
| Evaluation Period and Interviews (if applicable) | Week of March 30, 2015 |
| Selection and Notice to Proceed | No Later than April 13, 2015 |
| Project Completion | 60 Days from Notice to Proceed |

D. Quotation Opening Time, Date and Location

Sealed quotations will be received at The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, Iowa 52404, before 2:00 PM on Friday, March 27, 2015. Quotations that are not received before this time will not be opened. The time a quotation is submitted shall be determined by the time stamp machine maintained in the Airport Administration office.

E. Contract Terms

Cedar Rapids Metropolitan Area Standard Specifications (current version), and applicable Local, State, and Federal Regulations, are applicable to this project.

F. Examination and Procurement of Documents

Copies of the Quotation Documents may be obtained at http://www.eiairport.org/rfp or at The Eastern Iowa Airport, 2515 Arthur Collins Pkwy SW Cedar Rapids, IA 52404, in accordance with the Instructions to Bidders.

G. OWNER's Right to Reject Quotations

The Cedar Rapids Airport Commission reserves the right to reject any and all quotations, to waive informalities and technicalities, and to enter such contracts as it deems in the best interest of the Owner. The Owner reserves the right to defer acceptance of any quote for 30 calendar days after the quotations have been received and opened.

## SECTION I – INSTRUCTIONS TO BIDDERS

### ARTICLE 1 - DEFINED TERMS

1.01 Terms used in these Instructions to Bidders will have the meanings indicated in the General Conditions and Supplementary Provisions. Additional terms used in these Instructions to Bidders have the meanings indicated below which are applicable to both the singular and plural thereof:

A. Bidder--The individual or entity who submits a Quotation directly to OWNER, as distinct from Sub-bidder, who submits a Quote to a Bidder.

B. Issuing Office--The office from which the Quotation Documents are to be issued and where the quoting procedures are to be administered.

C. Successful Bidder--The lowest responsible Bidder submitting a responsive Quotation to whom OWNER (on the basis of OWNER's evaluation as hereinafter provided) makes an award.

D. OWNER--Cedar Rapids Airport Commission

E. PROJECT MANAGER—The Eastern Iowa Airport IT systems Coordinator

### ARTICLE 2 - COPIES OF QUOTATION DOCUMENTS

2.01 Complete sets of the Quotation Documents in the number and for the deposit sum, if any, may be obtained from the Issuing Office.

2.02 Complete sets of Quotation Documents must be used in preparing Quotations; neither OWNER nor PROJECT MANAGER assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Quotation Documents.

2.03 OWNER and PROJECT MANAGER in making copies of Quotation Documents available on the above terms do so only for the purpose of obtaining Quotations for the Work and do not confer a license or grant for any other use.

### ARTICLE 3 - QUALIFICATIONS OF BIDDERS

3.01 To demonstrate Bidder's qualifications to perform the Work, within five days of OWNER's request Bidder shall submit written evidence of the following:

A. financial data

B. previous experience on similar projects

C. present commitments

D. available staff and available equipment

E. other data as may be required

### ARTICLE 4 - EXAMINATION OF QUOTATION DOCUMENTS, SITE AND OTHER RELATED DATA

4.01 On request, OWNER will provide Bidder access to the Site to conduct such examinations, investigations, explorations, tests, and studies as Bidder deems necessary for submission of a Quote. Bidder shall fill all holes and clean up and restore the Site to its former condition upon completion of such explorations, investigations, tests, and studies.

4.02 It is the responsibility of each Bidder before submitting a Quote to:

A. examine and carefully study the Quotation Documents, including any Addenda and the other related data identified in the Quotation Documents;

B. visit and examine the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;

C. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, or performance of the Work;

D. carefully study any and all reports of explorations and tests of conditions at or contiguous to the Site which have been identified in the Contract Documents;

E. obtain and carefully study (or assume responsibility for doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Quotation Documents, and safety precautions and programs incident thereto;

F. agree at the time of submitting its Quote that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Quote for performance of the Work at the price Quote and within the times and in accordance with the other terms and conditions of the Quotation Documents;

G. become aware of the general nature of the Work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Quotation Documents;

H. correlate the information known to Bidder, information and observations obtained from visits to the Site, reports and Drawings identified in the Quotation Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Quotation Documents;

I. promptly give PROJECT MANAGER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Quotation Documents and confirm that the written resolution thereof by PROJECT MANAGER is acceptable to Bidder; and

J. determine that the Quotation Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.

4.08 The submission of a Quote will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception the Quote is premised upon performing and furnishing the Work required by the Quotation Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the Quotation Documents, that Bidder has given PROJECT MANAGER written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Quotation Documents and the written resolutions thereof by PROJECT MANAGER are acceptable to Bidder, and that the Quotation Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and finishing the Work.

**ARTICLE 5 - PRE-QUOTATION MEETING**

5.01 A pre-Quotation meeting and site visit has been scheduled for Wednesday, March 11, 2015 at 2:00 p.m. for this Project.

**ARTICLE 6 - SITE AND OTHER AREAS**

6.01 The Site is identified in the Quotation Documents. All additional lands and access thereto required for temporary construction facilities, construction equipment, or storage of materials and equipment to be incorporated in the Work are to be obtained and paid for by CONTRACTOR. Easements for permanent structures or permanent changes in existing facilities are to be obtained and paid for by OWNER unless otherwise provided in the Quotation Documents.

**ARTICLE 7 - INTERPRETATIONS AND ADDENDA**

7.01 All questions about the meaning or intent of the Quotation Documents are to be submitted to PROJECT MANAGER in writing, either through mail or fax. Contact individual shall be as follows:

Jared Vetsch
The Eastern Iowa Airport
2515 Arthur Collins Pkwy SW
Cedar Rapids, Iowa 52404
319.731.5712 (Phone) 319.362.1670 (Fax)
J.Vetsch@eiairport.org

Interpretations or clarifications considered necessary by PROJECT MANAGER in response to such questions will be issued by Addenda faxed, emailed or delivered to all parties recorded by PROJECT MANAGER as having received the Quotation Documents. Questions received less than five days prior to the date for opening of Quotes may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

7.02 Addenda may be issued to clarify, correct, or change the Quotation Documents as deemed advisable by OWNER or PROJECT MANAGER.

**ARTICLE 8 - BID SECURITY -** Not Used

**ARTICLE 9 - CONTRACT TIMES**

9.01 The number of days within which, or the dates by which, the Work is to (a) have Milestone items completed, and (b) also be completed and ready for final payment are as set forth in the Agreement.

**ARTICLE 10 - LIQUIDATED DAMAGES**

10.01 Provisions for liquidated damages, if any, are set forth in the Agreement.

**ARTICLE 11 - SUBSTITUTE AND "OR-EQUAL" ITEMS -** Not Used

**ARTICLE 12 - SUBCONTRACTORS, SUPPLIERS, AND OTHERS**

12.01 If requested by Owner, in advance of a specified date prior to the Effective Date of the Agreement, the apparent Successful Bidder, and any other Bidder so requested, shall within five days after Quote opening, submit to OWNER a list of all such Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, individual, or entity if requested by OWNER. If OWNER or PROJECT MANAGER, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, OWNER may, before the Notice of Award is given, request apparent Successful Bidder to submit a substitute, without an increase in the Quote.

12.02 If apparent Successful Bidder declines to make any such substitution, OWNER may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, individuals, or entities. Any Subcontractor, Supplier, individual, or entity so listed and against which OWNER or PROJECT MANAGER makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to OWNER and PROJECT MANAGER subject to revocation of such acceptance after the Effective Date of the Agreement.

12.03 CONTRACTOR shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom CONTRACTOR has reasonable objection.

**ARTICLE 13 - PREPARATION OF QUOTE**

13.01 The Standard Form of Quote is included with the Quote Documents.

13.02 All blanks on the Quote form shall be completed by printing in ink or by typewriter and the Quote signed. A price shall be indicated for each Quote item and unit price listed therein, or the words "No Quote," "No Change," or "Not Applicable" entered.

13.03 A Quote by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

13.04 A Quote by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.

13.05 A Quote by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

13.06 A Quote by an individual shall show the Bidder's name and official address.

13.07 A Quote by a joint venture shall be executed by each joint venturer in the manner indicated on the Quote form. The official address of the joint venture must be shown below the signature.

13.08 All names shall be typed or printed in ink below the signatures.

13.09 The Quote shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Quote form.

13.10 The address and telephone number for communications regarding the Quote shall be shown.

13.11 The Quote shall contain evidence of Bidder's authority and qualification to do business in the state where the Project is located or covenant to obtain such qualification prior to award of the Contract. Bidder's state contractor License number for the state of the Project, if any, shall also be shown on the Quote form.

**ARTICLE 14 - BASIS OF QUOTE; EVALUATION OF QUOTES**

14.01 Lump Sum

A. Bidders shall submit a Lump Sum price for the Work.

B. Contract award will be made based on the Total Quote.

14.02 By virtue of statutory authority, preference will be given to Iowa produced products and Iowa domestic labor to the extent lawfully required under State Statutes, providing that award of Contract will be made to the CONTRACTOR submitting the lowest responsible Quote.

In all Contracts to be awarded for a public improvement, which shall include building or construction Work to be paid for in whole or in part by the use of funds of the airport, resident bidders shall be allowed a preference against nonresident bidders from a state or foreign country which gives or requires a preference to bidders from that state or foreign country. The preference is equal to the preference given or required by the state or foreign country in which the non-resident bidder is a resident.

"Resident bidder" means a person authorized to transact business in this state and having a place of business for transacting business within the state at which it is and has conducted business for at least six months prior to the first advertisement for the public improvement and in the case of a corporation, at least fifty percent of the common stock is owned by residents of this state. If another state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

If it is determined that this may cause denial of federal funds which would otherwise be available, or would otherwise be inconsistent with requirements of federal law, the provisions of this Specification (bidder preference) shall be suspended, but only to the extent necessary to prevent the denial of funds or to eliminate the inconsistency with federal requirements.

**ARTICLE 15 – SPECIAL QUOTATION REQUIREMENTS -** Not Used

**ARTICLE 16 - SUBMITTAL OF QUOTE**

16.01 Each prospective Bidder is furnished one copy of the Quotation Documents. The Quote Form is to be completed and submitted with the following:

Quote Form Attachments required as listed on Standard Form of Quote.

16.02 A Quote shall be submitted no later than the date and time prescribed and at the place indicated in the Request for Quotations and shall be enclosed in an opaque sealed envelope plainly marked with the Project title, the name and address of Bidder, and the word "QUOTE" marked on the envelope.

16.03 It is the Bidders responsibility to ensure that its Quote is filed in accordance with these instructions.

**ARTICLE 17 - MODIFICATION AND WITHDRAWAL OF QUOTE**

17.01 A Quote may be modified or withdrawn by an appropriate document duly executed in the manner that a Quote must be executed and delivered to the place where Quotes are to be submitted prior to the date and time for the opening of Quotes. Evidence shall be provided to demonstrate the individual attempting to withdraw the Quote is an authorized agent of the Bidder.

17.02 If within 24 hours after Quotes are opened any Bidder files a duly signed written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Quote, that Bidder may withdraw its Quote. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

**ARTICLE 18 - OPENING OF QUOTES**

18.01 Quotes will be opened at the time and place indicated in the Request for Quotations. A summary of the amounts of the Quotes will be made available to Bidders after the opening of Quotes.

**ARTICLE 19 - QUOTES TO REMAIN SUBJECT TO ACCEPTANCE**

19.01 All Quotes will remain subject to acceptance for the period of time stated in the Standard of Quote Form, but OWNER may, in its sole discretion, release any Quote prior to the end of this period.

**ARTICLE 20 - AWARD OF CONTRACT**

20.01 OWNER reserves the right to reject any or all Quotes, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Quotes. OWNER further reserves the right to reject the Quote of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. OWNER may also reject the Quote of any Bidder if OWNER believes that it would not be in the best interest of the Project to make an award to that Bidder.

20.02 More than one Quote for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Quote for the Work may be cause for disqualification of that Bidder and the rejection of all Quotes in which that Bidder has an interest.

20.03 In evaluating Quotes, OWNER will consider whether or not the Quotes comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Quote Form or prior to the Notice of Award.

20.04 In evaluating Bidders, OWNER will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities is requested by OWNER.

20.05 OWNER may conduct such investigations as OWNER deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities to perform the Work in accordance with the Contract Documents.

20.06 If the Contract is to be awarded, OWNER will award the Contract to the Bidder whose Quote is in the best interests of the Project, which is the lowest responsible Quote.

**ARTICLE 21 - INSURANCE**

21.01 The General Provisions, as may be modified by the Supplementary Provisions, sets forth OWNER's requirements as to insurance. When the Successful Bidder delivers the executed Agreement to OWNER, it must be accompanied by such Insurance.

21.02 The CONTRACTOR shall furnish the OWNER with Certificates of Insurance and a copy of the policies. The name of the Project or Contract to be covered shall be listed on the Certificates of Insurance. Before commencing any performance under this Contract, the CONTRACTOR shall deliver all the Certificates of Insurance to the OWNER certifying that the policies stipulated above are in full force and effect.

21.03 All Certificates of Insurance shall be signed with an original penned signature of the agent and include the typed name of the agent and agency, address, and phone number. Signature stamps shall not be used on the certificates. Also, a power of attorney form or some other document showing the Agent's authority to sign the certificate as the authorized representative for the insurance company shall accompany each certificate.

**ARTICLE 22 – SIGNING OF AGREEMENT**

22.01 When OWNER gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Agreement with the other Contract Documents which are identified in the Agreement as attached thereto. Within five days thereafter, Successful Bidder shall sign and deliver

the required number of counterparts of the Agreement and attached documents to OWNER. Within five days thereafter, OWNER shall deliver one fully signed counterpart to Successful Bidder.

**ARTICLE 23 - SALES AND USE TAXES**

23.01 Items included in the Project are exempt from State of Iowa and Local Option Sales and Use Taxes. Contractor is responsible for obtaining the exemption on items included, as provided by law, or for applying for reimbursement for such taxes paid. Sales and Use taxes shall not be included in the Quote. For more information on this exemption and items that are non-exempt, please check the State of Iowa's website: www.state.ia.us/tax/business/Contr-ExEnt-Index.html

**ARTICLE 24 – RETAINAGE**

24.01 Provisions concerning CONTRACTOR's rights to deposit securities in lieu of retainage are set forth in the Agreement.

**END OF INSTRUCTIONS TO BIDDERS**

## SECTION II – SCOPE OF WORK

II. Rental Car Facility CCTV System Requirements Camera Specs

A. IP Based Cameras Minimum Specifications
1. 720P at 7 FPS
2. H.264 or MPEG compression

B. Server/Storage
1. 14 Days of Storage
2. The Eastern Iowa Airport will provide a server solution that meets the requirements provided by the Contractor.

C. Network
1. The Eastern Iowa Airport will provide an IP based network that meets the requirements provided by the Contractor.

D. Equipment Housing
1. The Eastern Iowa Airport will provide a secured location to mount appropriate hardware.

E. Uninterruptable Power Supply
1. The Eastern Iowa Airport will provide a UPS that meets or exceeds the requirements of the Contractor.

F. Video Management Software
1. The Eastern Iowa Airport shall provide hardware for the network video recorder /video management server (NVR/VMS) solution.
2. The NVR/VMS shall be an enterprise-class client/server based video security solution that provides management and recording of digital video, audio and data across a TCP/IP network.
3. The VR Contractor shall provide a turnkey solution that includes furnishing, installation, and configuration of a separate IP network, complete with all required network electronics, switches, and other hardware. The NVR/VMS shall utilize network switch ports provided by the Owner for all required IP connections. The Contractor shall provide the Owner with a complete list of all IP ports required. The NVR/VMS system shall be an "open system."
    a) To meet this requirement the NVR/VMS must have the ability to directly support a minimum of 3 different readily available camera manufacturers.
    b) The three camera manufacturers must have no corporate relationship to the NVR/VMS manufacturer.
    c) "Directly Support" shall be defined as plug-n-play using drivers that are commercially available at the time of bid.
    d) In addition to the requirement to support three (3) independent manufacturer's cameras, the NVR/VMS may support an unlimited additional quantity of in-house or other proprietary cameras.
    e) The open system shall not require proprietary storage solutions. It shall support third party storage solutions, including:
        (1) Commercially available Direct Attached Storage (DAS) devices.
        (2) Network Attached Storage (NAS) devices.
        (3) Storage Area Networks (SAN) for primary or archival storage purposes.
4. Video from any camera on the system (on the LAN, WAN or Internet) shall be capable of being viewed from single or multiple workstations simultaneously at any time, limited only by network bandwidth.

5. The NVR/VMS shall support simultaneous displaying of live (30 fps) video of a minimum of 4 cameras while the video monitoring screen is configured in a 4-camera split configuration. In no case shall the frame rate of the camera be required to be restricted to less than 30 fps to display a 4-camera split view.
6. Simultaneous display and recording of every camera shall be supported with independent user-adjustable frame rates that can be set differently for the display stream and the recording stream. These independent settings shall be unique per camera.
7. The NVR/VMS monitoring software shall support any combination of recorded and live video in any multiple camera split view, including viewing recorded video and live video from the same camera.
8. Viewing of video (live and recorded) shall be possible from client software from any client hardware that is connected to the security LAN/WAN or Internet (through appropriate firewalls). In addition, system administration shall be permitted from remote client hardware.

G. NVR/VMS Operating Environment

1. Shall operate on a Windows Server 2012 environment.
2. Hardware specifications shall be provided to Owner. The Owner will supply server and client hardware per Contractor specifications.
3. Any additional required NVR/VMS environmental requirements must be provided to Owner to ensure proper implementation of NVR/VMS software.

H. NVR/VMS SYSTEM DETAILED REQUIREMENTS

1. Network Requirements: The NVR/VMS shall support Ethernet 10/100 BaseT and Gigabit Ethernet.
   a) Network protocols shall be supported including TCP/IP, IPX, and UDP.
   b) The network interface shall allow remote access of the NVR/VMS from anywhere on the end-users LAN/WAN or Internet (behind firewall).
   c) The system shall permit limiting of frame rate transmission to individual clients.
   d) Both Multicast and Unicast shall be supported.
   e) All transmission of system data shall be secured using Secure Socket Layer (SSL) security on the TCP/IP network.
   f) Simple Network Management Protocol (SNMP) shall be supported.
2. Video Formats:
   a) The NVR/VMS shall support MPEG-4, and H.264 compression formats.
   b) The system shall support any single stream of bandwidth up to 90Mbit/sec at 30 fps at 4872 x 3248 resolution with no system performance degradation, assuming appropriate network bandwidth.
   c) Resolution:
      (1) The camera resolution shall be user selectable on a per-camera basis. Selecting or changing resolution shall not require a restart of the application, server, or workstation.
      (2) The system shall support the following resolutions:
         (a) NTSC Resolutions: 0CIF (176 x 120), CIF (352 x 240), 2CIF (704 x 240), 4CIF (704 x 480).
         (b) VGA Resolutions: QVGA (320 x 240), VGA (640 x 480), SVGA (800 x 600), XVGA (1024 x 768), 4xVGA (1280 x 960).
         (c) Megapixel Resolutions: SXGA (1280 x 1024: 1.3MP), SXGA + EXGA (1400 x 1050: 1.4 MP), UXGA (1600 x 1200: 1.9MP), WUXGA (1920 x 1200: 2.3MP), QXGA (2048 x

1536: 3.1MP), WQXGA (2560 x 1600: 4.1MP), QSXGA (2560 x 2048: 5.2MP), 3296 x 2472: 8MP, 4000 x 2672: 11MP, 4864 x 3248: 16MP, 6576 x 4384: 29MP.

(i) 16:9 and 4:3 formats shall be supported.

I. HDTV Resolutions: 720p, 1080(i/p) in 16:9 format

III. Remote Clients

1. Remote Clients:

a) The NVR/VMS system shall include the ability to view live video or playback recorded video over the LAN/WAN or the Internet from any PC. This function shall NOT require any installed client software. An industry standard Web Browser (e.g., Internet Explorer, Firefox, Chrome) shall be the only software required to view non-authenticated video from a remote PC.

(1) Any plug-ins (e.g., ActiveX, Java, Flash) required to view remote video shall be capable of being pushed to the user's PC at the time of initiating the remote video viewing session.

(2) Remote viewing shall be supported whether the remote client is:

(a) Inside the firewall containing the NVR/VMS.

(b) Outside the firewall containing the NVR/VMS.

(c) Accessing the NVR/VMS through a VPN.

b) Remote Client Features:

(1) Display live video.

(2) Digital zooming and panning of fixed cameras.

(3) PTZ camera control in real time, including adjusting PTZ lock and dwell times.

(4) Ability to access video from all accessible recording devices.

(5) Priority-based camera control takeover.

(6) Customizable camera viewing screen split configurations that are retained under the user login between remote client sessions.

2. Workstation Client Software Requirements:

a) The client software for the NVR/VMS shall run as an application on Windows 7 64- bit.

b) Licensing:

(1) Provide licensing for five (5) concurrent clients on the system.

c) The client software shall provide video signal detection and provide alerts whenever video is lost on any input channel.

d) Updates to the client software shall be capable of being pushed to all clients from the NVR/VMS server.

e) Camera Configuration:

(1) Each camera shall be configurable for a 32 alphanumeric character name.

(2) The system shall allow for the setup and adjustment of brightness, contrast, archiving, motion detection, and Pan/Tilt/Zoom on a per camera basis.

(3) The NVR/VMS shall support a separate frame rate for recording and a separate frame rate for viewing for every camera input (assuming the camera provides two streams). These frame rates shall be capable of being independently set for each camera input.

(4) The compression algorithm formats MJPEG and MPEG4 shall be supported in the same system and shall be individually selectable on a per-camera basis.

(5) Each individual camera shall be capable of having individual camera settings that shall include (at a minimum):

(a) Continuous recording.

(b) Motion-based recording capability shall be provided including:

(i) Motion as determined by the NVR/VMS software using:

*(a) Entire screen motion detection*

*(b) User defined area triggers*

(ii) Motion as determined at the camera.

(iii) Motion trigger by digital inputs from external trigger systems such as contact closures, alarm inputs, POS integration, etc.

(c) Time-based recording on a preset schedule.

(d) Manual (user) activation of the start and stop of the recording process through the GUI.

(i) The NVR/VMS software shall prevent any user from manually starting and stopping the recording of video based on that user's login credential.

(e) Defined pre-event and post-event recording buffers shall be provided for all non-continuous recording events.

(f) Each camera shall be capable of having unique storage retention settings.

3. Software Security Requirements:

a) All users shall be capable of being authenticated against Active Directory using LDAP, before being granted system access. Should the Owner not use Active Directory, the NVR/VMS shall provide a built-in login and credential management tool to permit rules-based access rights on a per-user basis.

b) The access rights shall be selectable on a per-user basis. In addition, user groups shall be capable of being assigned whereby each user group has a common set of access rights. Users shall be capable of being assigned to these user groups by the system administrator.

c) Access rights available for customization shall include:

(1) Live Video Viewing:

(a) Use of PTZ controls.

(b) Start and stop of manual recording.

(c) Access to and exclusive from individual cameras and monitors.

(d) Access to system settings.

(e) Ability to define video blocking positions of PTZ cameras for certain users.

(2) Viewing Recorded Video:

(a) Ability to export recorded video. including email.

(b) Access to system archiving and backup.

(c) Ability to watch recorded video from individual cameras.

(d) Ability to delete recorded video.

(3) Camera Setup:

(a) Add or remove cameras from the system.

(b) Change camera settings including resolution and frame rate.

(c) Change motion detection and other defined triggers.

(4) General Settings:

(a) Change client software settings.

(b) Ability for user to configure or change custom viewing screen configurations.

(c) Modify server settings.

(d) Change recording or bandwidth settings.

(e) Configure users.

(f) Access and configure external messaging capabilities.

(g) View, print, save and clear the system log.

4. Pan/Tilt/Zoom (PTZ) Control:

a) The NVR/VMS shall support PTZ control from any client, including remote and mobile clients.

b) The following PTZ features shall be supported:

(1) Priority Levels

(2) Device Group Control

(3) PTZ Override (Lockout)

(4) Proportional PTZ Control

(5) Preset Lock via video screen

(6) Preset Tour

5. Video Viewing Layouts:

a) The NVR/VMS shall support the ability to save the list of camera views currently being displayed, along with the currently selected template, with a user-defined name to be loaded as needed by the system operator.

b) System operators shall have the ability to define multiple viewing templates that can be recalled and configured on an as-needed basis.

c) This feature shall be subject to the access rights provided by the system administrator through their login credential.

6. Still Image Capture/Save:

a) During playback or monitoring of video, the system shall have the ability to create and save a still picture. This operation shall not affect any other operation and shall not alter the recorded video. The file format shall be an industry standard format (JPEG, TIFF) allowing for file transfer via e-mail, printing, or file transfer to other media.

b) This feature shall be subject to the access rights provided by the system administrator through their login credential.

7. Export Video Clip to File:

a) The NVR/VMS shall have to ability to save and export recorded video to a file (MPEG, AVI) for the purpose of sharing and reviewing video clips. The start and end times for each video segment shall be user defined. The exported video clip shall be viewable via a standard Windows media player.

b) This feature shall be subject to the access rights provided by the system administrator through their login credential.

8. The NVR/VMS shall provide up to 10 different and independent programmable recording schedules.

a) The schedules may be programmed to provide different record frame rates for day, night, and weekend periods, as well as holidays and exception days.

b) Advanced task schedules may also be programmed that could specify allowed log-on times for user groups, when events may trigger alarms, and when data backups and archiving should occur.

9. The NVR/VMS shall support Dual Authorization logon. It shall function as follows:

a) Dual Authorization user groups may be created.

b) Logon pairs, consisting of any two normal user groups, may be assigned to each Dual Authorization user group.

c) A separate set of privileges and priorities can be assigned for each Dual Authorization user group.

d) For each user group assigned as part of a logon pair, it shall be configurable whether the group can:

(1) Log on either individually or as part of the logon pair.

(2) Log on only as part of the logon pair.

e) If a user that is part of logon pair logs on individually, then the user shall receive the privileges and priorities of the user's assigned user group. If the same user logs in as part of a logon pair, then the user shall receive the privileges and priorities assigned to the Dual Authorization group to which the pair is assigned.

IV. The NVR/VMS shall auto-discover cameras and encoders. Device detection shall support devices in different subnets.

A. NVR/VMS RECORDING REQUIREMENTS

1. The NVR/VMS shall provide management of the recording and playback of video, audio, and data (bookmarking, alarm data, etc.).

a) Assist Owner in creating Camera Schedules on the project drawings for specific variables to be used on a per-camera basis for the purpose of calculating storage capacity, configuration and data retention.

b) Total distributed storage requirements shall be determined based on a minimum of 14 days storage retention.

c) Cameras, unless otherwise noted on the Camera Schedule(s), shall be assumed to be recording 24 hours per day, 7 days per week, 365 days per year. Specific per-camera assumptions stated on the Camera Schedule for percent motion shall be used in the storage calculation.

d) Compression shall be permitted to be used in the storage calculation. The compression algorithm (MPEG-4, H.264, etc.) shall be used on a per-camera basis. If the NVR/VMS permits variable levels of compression intensity, the use of the "average" or "medium" level setting shall be used in the storage calculation unless otherwise noted.

e) The Contractor shall provide the complete storage analysis and calculation as a shop drawing.

2. Network Video Recorder (NVR/VMS) Hardware Platform:

a) The NVR/VMS shall be defined as a storage device for recording IP video streams from IP cameras or from analog cameras that have been encoded to IP. In both cases, the NVR/VMS shall record IP streams from cameras or encoders located anywhere on the IP network without being direct-cable connected to the NVR/VMS.

V. PART 3 - EXECUTION

A. PRE-INSTALLATION

1. A meeting shall be conducted prior to installation of video surveillance devices and programming of the system with the Owner and Contractor.

a) The meeting will cover which cameras get specific features from the NVR, recording resolutions and frame rates, etc. to confirm the full design intent.

b) This will cover any IT-related requirements with the Owner-provided network switches based on final camera selection.

c) Labeling format to be used on archiving and search criteria required.

d) An overview of the cutover and training requirements prior to installation of the system.

e) The Contractor will be required to chair this meeting and develop an agenda prior to the meeting.

B. INSTALLATION

1. Comply with the manufacturer's instructions and recommendations for installation of all products.
2. Provide all system wiring between all components as shown on the project drawings or as directed by the manufacturer, whichever is the more stringent requirement.
3. Contractor is responsible to coordinate with Owner's IT Department on acquiring network connections as well as any network configuration information, such as IP numbers, that will be required to connect NVR to Owner network (if applicable).
4. Provide all low voltage and +120 VAC power to all devices as required for proper system operation.
5. Provide industry appropriate Communications Systems grounding and bonding.
6. All low voltage security shall be routed and supported separately from all other telecommunications cabling.]
7. Cabling shall be plenum rated when installed outside of conduit in plenum ceilings.
8. Building and fire penetrations shall conform to industry standards and return the building to an original or better aesthetics and functionality state.

C. FIELD QUALITY CONTROL

1. Where these specifications require a product or assembly without the use of a brand or trade name, provide a product that meets the requirements of the specifications as supplied and warranted by the system vendor. If the product or assembly is not available from the system vendor, provide product or assembly as recommended by the system vendor.
2. Periodic observations will be performed during construction to verify compliance with the requirements of the specifications. These services do not relieve the Contractor of responsibility for compliance with the project drawings.
3. It shall be the Contractor's responsibility to correct all inadequate picture quality issues prior to acceptance of the system.

D. MANUFACTURER'S FIELD SERVICES

1. Installation shall be performed by a factory-trained and certified Contractor.
    a) The Contractor shall provide a comprehensive, site-specific customer planning guide for the system. The Contractor shall conduct a conference with the Owner prior to any installation to discuss the programming options of the system and the planning guide. The result of this planning guide shall be the determination of the system options for each device and for the software.
2. The Contractor shall include labor for all planning and all programming activities required to implement the Owner's operational preferences for each device and software. Any software programmable option, within the bounds of the capabilities of the hardware specified, shall be included.

3. It shall be the responsibility of the Contractor to provide a complete, functional system as described by the project drawings. These responsibilities include:
    a) Complete hardware setup, installation, wiring, and software configuration of the system, including all remote operator locations and all peripheral hardware.
    b) Complete programming of all hardware and software options in accordance with the Owner's preferences as determined by the planning guide conference.
    c) Programming of all custom graphic GUI screens including devices.
    d) Complete system diagnostic verification.
4. Contractor shall provide an authorized manufacturer representative to commission the system and ensure that facility-wide standards and project setup procedures are adhered to.

E. SYSTEM ACCEPTANCE

1. All operational scenarios, as defined by the customer planning guide, shall be tested to simulate the actual use of the system in the normal operating environment. The successful completion of these operational scenarios shall be documented.

F. SYSTEM DOCUMENTATION

1. Complete documentation shall be provided for the system. The documentation shall describe:
    a) All operational parameters of the system.
    b) Complete documentation of all programming and options.
    c) Complete operating instructions for all hardware and software.
2. The following sections shall be provided in the system documentation:
    a) System Administrator Manual: Provides an overview and a step-by-step guide and instructions detailing all system administrator responsibilities and functions.
    b) User Manual: A step-by-step guide and instructions detailing all system user functions.
    c) Technical Maintenance Manual: A comprehensive document providing all maintenance actions, system testing schedules, troubleshooting flowcharts, functional system layout, wiring diagrams, block diagrams, and schematic diagrams.

G. SYSTEM TRAINING

1. All labor and materials required for on-site system training by a certified representative of the system manufacturer shall be provided. Training shall be conducted at the project site using the project equipment.
2. Provide two weeks advanced notice of training to the Owner.
3. Provide a training outline agenda describing the subject matter and the recommended audience for each topic.
4. At a minimum, the following training shall be conducted:
    a) System Administrators: A course detailing the system functions and operations. Provide configuration training on all aspects of the system.
    b) Users: Provide a detailed course outlining the operational features of all aspects of the user interface. Topics shall include alarm monitoring functions, reports, error handling, alarm handling, output relay control, and general overview of the report hardware.
    c) GUI Editing: Conduct detailed training on using the GUI editing software. Topics shall include the editing of existing graphical maps and the creation of new graphical maps.
5. Minimum on-site training times shall be:

a) System Administrators: Three (3) days.

b) Users: One (1) day.

c) GUI Editing: One (1) day.

H. WARRANTY

1. Unless otherwise noted, provide warranty for one (1) year after Date of Substantial Completion for all materials and labor.

2. Onsite Work During Warranty Period: This work shall be included in the Contractor's bid and performed during regular working hours, Monday through Friday.

   a) Inspections: The Contractor shall perform one minor inspection six-months after Substantial Completion and one major inspection prior to the expiration of the warranty.

   b) Minor Inspections: Inspections shall include:

      (1) Visual checks and operational tests of all equipment, field hardware, and electrical and mechanical controls.

      (2) Mechanical adjustments if required on any mechanical or electromechanical devices.

      (3) Install all available software updates, patches, or bug fixes available from the NVMS manufacturer.

   c) Major Inspections: Inspections shall include all work described under paragraph Minor Inspections and the following work:

      (1) Clean all equipment, including interior and exterior surfaces.

      (2) Perform diagnostics on all equipment, including all system software diagnostics, and correct all diagnosed problems.

      (3) Adjust all camera alignments that have become out of alignment from their documented position at Substantial Completion.

      (4) Install all available software updates, patches, or bug fixes available from the NVMS manufacturer.

      (5) All warrantable system deficiencies during the Major Inspection shall be remedied under warranty at no cost to the Owner.

3. Operation: Upon the performance of any scheduled adjustments or repairs, Contractor shall verify operation of the NVMS system.

4. Emergency Service: The Owner will initiate service calls when the NVMS system is not functioning properly. Qualified personnel shall be available to provide service within the distance defined above. The Owner shall be furnished with telephone number(s) where service personnel can be reached 24/7/365.

5. Records and Logs: The Contractor shall keep records and logs of each task completed under warranty. The log shall contain all initial settings upon Substantial Completion. Complete logs shall be kept and shall be available for review on site, demonstrating that planned and systematic adjustments and repairs have been accomplished for the NVMS system.

6. Work Requests: The Contractor shall separately record each service call request on a service request form. The form shall include the model and serial number identifying the component involved, its location, date and time the call was received, specific nature of trouble, names of service personnel assigned to the task, instructions describing what has to be done, the amount and nature of the materials used, the time and date work started, and the time and date of completion. The Contractor shall deliver a record of the work performed within five (5) days after work is accomplished.

7. System Modifications: The Contractor shall make any recommendations for system modification in

writing to the Owner. No system modifications shall be made without prior approval of the Owner. Any modifications made to the system shall be incorporated into the operations and maintenance manuals, and other documentation affected. To the fullest extent possible, the Owner shall be provided with electronic restorable versions of all configurations prior to the modifications being made.

8. Software: The Contractor shall provide all software updates during the period of the warranty and verify operation in the system. These updates shall be accomplished in a timely manner, fully coordinated with NVMS system operators, shall include training for the new changes/features enabled, and shall be incorporated into the operations and maintenance manuals, and software documentation.

ADDITIONAL CONSIDERATIONS AND PREFERABLE OPTIONS:

I. Price is more pertinent than large feature set
J. Scalability
K. NVMS Alarms:
    1. The NVMS shall provide the capability to accept external alarm triggers in the following formats:
        a) Momentary or maintained low voltage contact closures
        b) Digital I/O (0 / 10V DC)
        c) RS-232 integration
        d) Custom integration
    2. Alarms shall be capable of being scheduled such that they are only active during defined times.
    3. The NVR shall allow alarms to be individually restricted to specific user groups or users.
    4. A single alarm event shall be capable of activating a series of output events including:
        a) Mark recorded video.
        b) Initiate an email, text message, or both.
        c) Initiate an on-screen alarm prompt in a segmented "Alarm Queuing Window."
        d) Modify recorded video settings including resolution and frame rate.
        e) Modify video viewing options including bringing associated video full screen on any output.
    5. The alarm queue shall display alarms in order of their priority, with rows for higher priority alarms always displayed above lower priority alarm rows. The display order for equal priority alarms shall be selectable between new alarms displayed above existing alarms or new alarms displayed below existing alarms.
    6. Alarm Processing: The video management system shall operate as follows:
        a) When an alarm is accepted by a user, it shall be removed from the other users' alarm lists.
        b) The user shall be able to cancel acceptance of any alarm that has been previously accepted. In this case, the alarm shall re-appear in the alarm lists of all members of the user groups assigned to this alarm.
    7. The NVR shall support the association of workflows with alarms. Workflows shall consist of action plans and comment boxes. An action plan shall display a text document, HTML page, or web site that typically contains instructions for handling the alarm. Comments entered in the comment boxes shall be logged in the system logbook.
        a) The NVR shall be configurable to force an alarm workflow. In this case, the alarm cannot be cleared until the workflow is processed.
    8. The NVR shall offer the possibility to automatically clear alarms when the originating event condition is no longer true.
    9. Alarms shall be capable of being configured to send cameras to defined positions.
L. ALARM INITIATED RECORDINGS:
    1. Cameras capable of motion triggers received by external trigger inputs shall be recorded by the event recording capabilities of the NVR/VMS and identifiable on a timeline during playback and in reports
    2. When a camera enters alarm recording mode, the NVR/VMS shall have the capability of changing to different camera settings for the recorded video during the duration of the alarm mode. The settings capable of being changed shall include the frame rate and the resolution. These setting changes shall be configurable in advance per camera by the User through the software GUI.
M. AUTOMATED MOTION VIDEO SEARCHING:
    1. The system shall support advanced automated motion video searching against pre-recorded video. The automated motion video search shall analyze frames in a video segment to detect motion activity from image to image. It shall display thumbnail images of the frames with activity, complete with a histogram depicting the relative amount of activity within each frame.
    2. The search shall be defined by selecting a specific camera and a specific time period in which the suspected activity took place. All motion events associated with that camera and time period shall be displayed in either a trace or thumbnail format for review.
    3. Motion shall be capable of being restricted to any user-defined area of the screen as drawn by the user using a windowing tool in the software.
N. Video System Analytics (VSA):
    1. The NVR/VMS shall provide an embedded Video System Analytics solution.
    2. The result of a trigger of a VSA shall be user definable and shall include:
        a) Marking video.

b) Adjusting recording characteristics including frame rate and resolution.
c) Activating changes in the monitoring of cameras, including showing full screen video of the triggered camera.
d) Providing screen prompting to the system operator.

3. The set of Intelligent Video Analysis algorithms shall provide the following functionality:
   a) Alert Types:
      (1) Smart Video Motion Detection. This VSA shall have algorithms to filter out minor vibrations. The sensitivity of this filter shall be user adjustable. This VSA shall also provide motion masking where the user can define an area of the frame where motion will be ignored.
      (2) Camera Tampering. When the VSA detects a camera is moved from its original position, when the camera view is obstructed, or when the focus is changed, this VSA shall activate.
      (3) Sudden Change in Light Intensity. This VSA shall trigger when there is an extreme change in ambient light – light to dark or dark to light. The sensitivity of this VSA shall be user definable.
      (4) Directional Motion VSA shall occur when the VSA detects an object moving in a direction specified in the setup of this feature.
      (5) Object Crosses a Defined Region. This VSA shall detect an object moving across a virtual boundary or into a defined area from a specified direction.
4. The VSA shall support the ability to store the graphical output for a specific event for use with VSA alarms. This feature shall allow the graphical output of a specific event to be stored as a file and later used as an overlay to be used and associated with an alarm for historical searching.
5. The VSA shall support CIF, 4CIF, and D1 video resolutions during video processing.
6. The VSA shall support video infrared imaging.

O. Intelligent Audio Analysis:

1. The NVR/VMS shall provide the ability to perform analysis on audio streams associated with recorded video.
2. Supported audio analytics shall include high pitched sounds, impact sounds, or other dramatic changes to a defined ambient noise threshold.
3. When searching for these audio alarms, the search shall include video stored locally or on an archive destination.

P. Video Archiving:

1. The archiving feature shall be hardware independent, providing the ability to utilize commercial off-the-shelf mass storage devices as archived video destinations, including optical DVD, DAS, NAS, SAN, , and other external storage drives.
2. The archiving software shall provide the ability to manage and store video information from multiple recorded video locations to a central location.
3. Each NVR/VMS server shall have the ability to set its own unique archiving settings. Video shall automatically be archived based on user-defined "percentage full" settings. When the NVR/VMS reaches the designated capacity threshold, video shall be automatically copied to the archive storage destination, and space on the source of the recorded video shall be released for overwrite by new video information using a first-in, first-out algorithm.
   a) Exception: Video marked or tagged by the user or by automated alarm inputs shall be retained by the archiving process despites its location in the first-in, first-out timeline.
4. Regardless of the video's storage location (local or in the archive), the NVR/VMS software shall automatically retrieve video associated with an event on demand by the user in response to a search, browse, or other retrieval action. The actual storage location of the video shall be transparent to the user.
   a) Exception: Video archived to removable media (e.g., removable hard drives or optical DVD) shall require prompting to the user to insert the appropriate media.
5. Archiving shall be capable of being scheduled such that archiving will only run during certain hours defined by the Owner.
6. The NVR/VMS solution shall be permitted to utilize advanced algorithms for managing onboard storage such as reducing the frame rate of recorded video for the oldest video as an alternative to completely removing the video using a first- in, first-out algorithm. If this option exists in the NVR/VMS software, it must have the following features:

a) Ability of the Owner to completely disable the feature.
b) Ability to set a minimum frame rate that the system will not exceed.
c) Ability to set the feature on a per-camera basis.

Q. Video Tamper Detection and Prevention

1. Video shall be recorded using a 256-bit encryption algorithm with authentication (watermarking) software suitable for evidentiary proceedings. The watermarking feature shall provide evidence of altered video.
2. The video shall be watermarked with the authentication key/signature during recording of live video to the drive.
3. A video player shall be provided with the NVR/VMS system.
4. The player shall have the ability to validate the authentication upon playback.
5. This authentication shall provide the storage media name, camera name, video time, and user information.
6. The authentication shall have the ability to be password protected.

[End of Scope of Work]

## SECTION III – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

COMPANY, at its own expense, shall procure and maintain during the entire term of this Agreement and any extensions thereof, the following insurance to cover all risk, which shall arise directly or indirectly from COMPANY'S obligations and activities.

1. Workers Compensation and Employers Liability Insurance meeting the requirements of the Iowa Workers Compensation Law covering all the COMPANY'S employees carrying out the work involved in this agreement.
2. General Liability Insurance with limits of liability of at least $1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products, and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Consultant or its employees carrying out the work involved in this agreement.
3. Automotive Liability Insurance with limits of liability of at least $1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of the scope of work.

Subconsultants: In the case of any work sublet, the COMPANY shall require subconsultants and independent Consultants working under the direction of either the COMPANY or a subconsultant to carry and maintain the same workers compensation, liability insurance, and automotive liability insurance required of the COMPANY.

Qualifying Insurance: Policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of "B" or better. All policies shall be occurrence form and not claims made form. The COMPANY shall be responsible for deductibles and self-insured retentions in the COMPANY'S insurance policies.

Additional Insured: The Commission, its officers and employees shall be named as additional insureds on the Consultant's, subconsultant's, and independent consultant's general and automobile liability insurance policies and certificates of insurance. This provision does not apply to workers compensation insurance and professional liability insurance.

CERTIFICATE OF INSURANCE REQUIREMENTS

1. The minimum liability limits required by the COMMISSION are $1,000,000. This must be occurrence form liability coverage.
2. The following address must appear in the Certificate Holder section: Cedar Rapids Airport Commission, The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404.
3. Certificate of Insurance must be provided prior to the execution of this Agreement. Certificates may be sent by e-mail to E.Paul@eiairport.org, faxed to 319-362-1670, mailed, or delivered. List on the certificate the agreement name covered by the certificate of insurance. Quote Name: Joint Rental Car Facility CCTV Installation.
4. During the term of the Agreement, COMPANY shall provide the COMMISSION with renewed certificates of insurance 20 days prior to policy expiration dates.

## SECTION IV – GENERAL TERMS AND CONDITIONS

1. LANGUAGE, WORDS USED INTERCHANGEABLY - The word COMMISSION refers to the Cedar Rapids Airport Commission throughout these Instructions and Terms and Conditions. Similarly, BIDDER refers to the person or company submitting an offer to sell its goods or services to the COMMISSION.
2. BIDDER QUALIFICATIONS - No Quote shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is in arrears to the Commission upon debt or contract, that is a defaulter, as surety or otherwise, upon any obligation to the Commission, or that is deemed irresponsible or unreliable by the Commission. If requested, Bidders shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply/service quote and that they have the necessary financial resources to provide the proposed supply/service as described in the attached Technical Specifications.
3. QUOTE FORM - In case of a discrepancy between the unit price and the extended price, the unit price shall prevail. The Bidder shall submit its Quote on the forms furnished by the Commission.
4. SPECIFICATION DEVIATIONS BY THE BIDDER - Any deviation from this specification MUST be noted in detail, and submitted in writing on the Quote Form. Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with Quotes, the Bidder's name should be clearly shown on each document.
5. COLLUSIVE QUOTE - The Bidder certifies that the quote submitted by said Bidder is done so without any previous understanding, agreement or connection with any person, firm, or corporation making a quote for the same contract, without prior knowledge of competitive prices, and it is, in all respects, fair, without outside control, collusion, fraud or otherwise illegal action.
6. BROCHURES - Quotes shall include adequate brochures, latest printed specifications, and advertising literature, describing the product offered in such fashion as to permit ready comparison with our specifications on an item-by-item basis where applicable.
7. SPECIFICATION CHANGES, ADDITIONS, AND DELETIONS - All changes in Quote documents shall be through written addendum and furnished to all Bidders. Verbal information obtained otherwise will NOT be considered in awarding of Quotes.
8. QUOTE CHANGES - Quotes, amendments thereto, or withdrawal requests received after the time advertised for Quote Opening, will be void regardless of when they were mailed.
9. QUOTE PREPARATION COSTS – Issuance of this Request for Quotes (RFP) does not commit the Commission in any way, to pay any costs incurred in the preparation and submission of a Quote. Nor does the issuance of this RFP of obligate the Commission to enter into a contract for any services or equipment. All costs related to the preparation and submission of a Quote shall be paid by the Bidder.
10. HOLD HARMLESS AGREEMENT - The Contactor agrees to protect, defend, indemnify and hold harmless The Commission, its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the Contractor, its employees, subcontractors or any independent contractors working under the direction of either the Contractor or subcontractor in the performance of this contract.
11. ACCELERATED PAY DISCOUNTS - Accelerated discounts should be so stated on your Signature Page. If quick pay discounts are offered, the Commission reserves the right to include that discount as part of the award criteria. Prices quote or proposed must, however, be based upon payment in thirty (30) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.
12. AVAILABILITY OF FUNDS - Purchases under this contract beyond the end of the current fiscal year are contingent upon the appropriation of funds for such purposes during the ensuing fiscal year(s).
13. QUOTE REJECTION OR PARTIAL ACCEPTANCE - The Commission reserves the right to reject any or all Quotes and to re-advertise. The Commission further reserves the right to waive technicalities and formalities in Quotes, as well as to accept in whole or in part such Quotes where it is deemed advisable in protection of the best interests of the Commission.
14. QUOTE CURRENCY/LANGUAGE - All quote prices shall be shown in US Dollars ($). All prices must remain firm for the duration of the contract regardless of the exchange rate. All quote responses must be submitted in English.
15. PAYMENTS - Payments will be made for all goods/services delivered, inspected, and accepted within 30 days and on receipt of an original invoice.
16. MODIFICATION, ADDENDA & INTERPRETATIONS - Any apparent inconsistencies, or any matter requiring explanation or interpretation, must be inquired into by the Bidder in writing at least 72 hours (excluding weekends and holidays) prior to the time set for the Quote Opening. Any and all such interpretations or modifications will be in the form of written addenda. All addenda shall become part of the contract documents and shall be acknowledged and dated on the Signature Page.
17. LAWS AND REGULATIONS - All applicable State of Iowa and federal laws, ordinances, licenses and regulations of a governmental body having jurisdiction shall apply to the award throughout as the case may be, and are incorporated here by reference.
18. SUBCONTRACTING - No portion of this Quote may be subcontracted without the prior written approval by the Commission.
19. ELECTRONIC SUBMITTAL - Telegraphic and/or quote offers sent by electronic devices (e.g. facsimile machines) are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their quote by either airfreight, postal service, or other means.
20. MISCELLANEOUS - The Commission reserves the right to reject any and all quotes or parts thereof. The Commission reserves the right to inspect Supplier's facilities prior to the award of this quote. The Commission reserves the right to negotiate optional items with the successful Bidder.
21. MODIFICATION OF AGREEMENT - No modification of award shall be binding unless made in writing and signed by the Commission.

22. CANCELLATION - Either party may cancel the award in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

23. PATENT GUARANTEE - Bidder shall, with respect to any device or composition of Bidder's design or Bidder's standard manufacture, indemnify and hold harmless the Commission, its employees, officers, and agents, from costs and damage as finally determined by any court of competent jurisdiction for infringement of any United States Letters Patent, by reason of the sale of normal use of such device or composition, provided that Bidder is promptly notified of all such actual or potential infringement suits, and is given an opportunity to participate in the defense thereof by the Commission.

24. TERMINATION OF AWARD FOR CAUSE - If, through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Supplier shall violate any of the covenants, agreements or stipulations of the award, the Commission shall thereupon have the right to terminate the award by giving written notice to the successful Bidder of such termination and specifying the effective date of termination. In that event, and as of the time notice is given by the Commission, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of the Commission, become its property, and the successful Bidder shall be entitled to receive compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Supplier shall not be relieved of liability to the Commission for damage sustained by the Commission by virtue of breach of the award by the successful Supplier and the Commission may withhold any payments to the successful Supplier for the purpose of set off until such time as the exact amount of damages due the Commission from the successful Supplier is determined.

25. TERMINATION OF AWARD FOR CONVENIENCE - The Commission may terminate the award at any time by giving written notice to the successful Supplier of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, materials(s) prepared or furnished by the successful Bidder under the award shall, at the option of the Commission, become its property. If the award is terminated due to the fault of the successful Bidder, termination of award for cause relative to termination shall apply. If the award is terminated by the Commission as provided herein, the successful Supplier will be paid an amount as of the time notice is given by the Commission which bears the same ratio to the total compensation as the services actually performed or material furnished bear to the total services/materials the successful Bidder covered by the award, less payments of compensation previously made.

26. FORCE MAJEURE - For the purpose hereof, force majeure shall be any of the following events: acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the party affected. A delay in or failure of performance of either party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure. The party who is prevented from performing by force majeure (i) shall be obligated, within a period not to exceed fourteen (14) days after the occurrence or detection of any such event, to give notice to the other party setting forth in reasonable detail the nature thereof and the anticipated extent of the delay, and (ii) shall remedy such cause as soon as reasonably possible.

27. ACCEPTANCE OF TERMS BY SHIPMENT - Shipment of all or any portion of the goods covered by any order placed shall be deemed an acceptance of the quote upon the terms and prices set forth herein.

28. ASSIGNMENT - Bidder shall not assign this order or any monies to become due hereunder without the prior written consent of the Commission. Any assignment or attempt at assignment made without such consent of the Commission shall be void.

29. EQUAL OPPORTUNITY - The successful firm agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, or physical handicap.

30. SPECIFIC DELIVERY SCHEDULE - For purposes of this quote and subsequent awards, Commission holiday closures are typically New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day. Deliveries generally will not be accepted on those dates. (Please note these dates on your calendars for deliveries, sales calls, etc. throughout the year.) Notice of a late delivery arrival should be made no more than twenty-four (24) hours prior to the originally scheduled time. Otherwise, the Commission may not be available to facilitate the receiving and the shipment will be returned to you or its originating point.

31. EXTENSION - Any or all of the awards made as a result of this Request for Quote may be extended for an additional period of time, up to one year, if mutually agreed between the parties.

32. FREIGHT - Those charges are to be included in the quoted price of these materials, rather than as a separate item unless otherwise noted.

33. FOB POINT - In terms of loss or damage, as well as where title to the goods is passed, please quote FOB - Destination.

34. METHOD OF AWARDING/QUOTING - The Commission reserves the right to make awards based on the entire quote or on an individual basis. However if you offer your quote based on an "all or none" condition, the Commission may consider your quote non-responsive and reject the entire quote.

35. TAXES - The Commission is exempt from sales tax and certain other use taxes. Any charges for taxes from which the Commission is exempt will be deducted from invoices before payment is made.

36. QUOTE INFORMATION IS PUBLIC - All documents submitted with any quote or quote shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the Commission in connection with a quote or quote, the submitting party recognized this and waives any claim against the Commission and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the Commission and its officers and employees harmless from any claims arising from the release of any document or information made available to the Commission arising from any quote opportunity

## SECTION V – STANDARD FORM OF QUOTE

LEGAL NAME OF BIDDER: _____

TOTAL QUOTE: _____
(state amount using words)

DOLLARS $_____
(use figures)

| Item | Cost/Other |
|---|---|
| Total fixed (lump sum cost) for the entire project: | |
| Itemize the total fixed lump sum cost as follows: | |
| • Software cost for NVR including all implementation services. | |
| • Cost for all camera hardware and associated accessories. | |
| Itemize software cost for the following: | |
| • Fixed, non-reoccurring flat base cost (if any) | |
| • Fixed, non-reoccurring per-camera licensing fee (if any) | |
| • Recurring flat base cost (if any – do NOT include optional software maintenance agreement) | |
| • Recurring flat per-camera licensing fee (if any) | |
| • Client workstation licensing fees (if any) | |
| • Remote Client licensing fees (if any) | |
| • Mobile Client licensing fees (if any) | |
| • Itemize all other license fees not included above. | |
| Add all required and optional software maintenance agreement costs (do NOT include in bid cost). | |
| Acknowledge receipt of addenda(s) by writing addendum number(s) to the right. | |
| Include below list of server hardware and software requirements. (Attach separate document if needed.) | |
| List below all separate software options, licensing or other monetary features that the Integrator interprets as not being requested by this RFP, but that are available from the NVR manufacturer for purchase. (Attach separate document if needed.) | |

**TEIA – Joint Rental Car Facility CCTV Installation**
Cedar Rapids, IA

ACKNOWLEDGEMENTS BY BIDDER

1. The BIDDER acknowledges and accepts that the Quotation Documents are comprised of the documents identified within the Instructions to Bidders. The BIDDER further acknowledges that each of the individual documents that comprise the Bid Documents are complementary to one another and together establishes the complete terms, conditions and obligations of the successful BIDDER.
2. The BIDDER acknowledges and accepts the OWNER'S right to reject any or all quotes and to waive any minor informality in any Quote or solicitation procedure.
3. The BIDDER acknowledges and accepts the OWNER'S right to hold all Quotes for purposes of review and evaluation and not issue a notice-of-award for a period not to exceed 30 calendar days from the stated date for receipt of Quotes.
4. The undersigned agrees that upon written notice of award of contract, he or she will execute the contract within five (5) days of the notice-of-award and furthermore provide a Certificate of Insurance.
5. Time of Performance: By submittal of this quote, the undersigned acknowledges and agrees to commence work on the date specified in the written "Notice-to-Proceed" as issued by the OWNER. The undersigned further agrees to complete the project no later than 60 calendar days from the Notice-to-Proceed.
6. The undersigned acknowledges receipt of addenda:

REPRESENTATIONS BY BIDDER

By submittal of a quote (quote), the BIDDER represents the following:

1. The BIDDER has read and thoroughly examined the quotation documents including all authorized addenda.
2. The BIDDER has a complete understanding of the terms and conditions required for the satisfactory performance of project work.
3. The BIDDER has fully informed themselves of the project site, the project site conditions and the surrounding area.
4. The BIDDER has familiarized themselves of the requirements of working on an operating airport and understands the conditions that may in any manner affect cost, progress or performance of the work
5. The BIDDER has correlated their observations with that of the project documents.
6. The BIDDER has found no errors, conflicts, ambiguities or omissions in the project documents, except as previously submitted in writing to the owner that would affect cost, progress or performance of the work.
7. The BIDDER is familiar with all applicable Federal, State and local laws, rules and regulations pertaining to execution of the contract and the project work.
8. The BIDDER has complied with all requirements of these instructions and the associated project documents.

QUOTE SUBMITTAL CHECKLIST

☐ Standard Form of Quote
☐ Signature Page

## SECTION VI – SIGNATURE PAGE

The undersigned bidder, having examined these documents and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

☐ We choose NOT to submit a quote at this time, but would like to be considered for future projects.

Submitting Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

Date: _____ E-mail: _____

Phone # ( ) _____ Fax # ( ) _____

EXCEPTIONS/DEVIATIONS to this Request for Quote shall be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write "No Exceptions" in the space below.

_____

_____

_____

GENERAL INFORMATION

- FOB point in terms of loss or damage is destination.
- Freight and/or delivery charges are to be included in the price of the goods.

FIRM PRICING

Offered prices shall remain firm for a minimum of 60 days after the due date of this solicitation unless indicated otherwise. Accepted prices shall remain firm for the duration of the agreement.

ADDENDA - http://www.eiairport.org/rfp

It is Bidder's responsibility to check for issuance of any addenda at the above website.

The authorized representative hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

PAYMENT METHOD

Do you accept a credit card for payment of purchases? ☐ Yes ☐ No

QUICK PAY DISCOUNT

If you provide a discount for payment by credit card, please state the discount:

SECTION VII – SAMPLE CONTRACT

CONTRACT AGREEMENT

THE EASTERN IOWA AIRPORT, CEDAR RAPIDS, IOWA

THIS AGREEMENT made and entered into this _____ day of _____ 2015, by and between the CEDAR RAPIDS AIRPORT COMMISSION, CEDAR RAPIDS, IOWA, (Party of the First Part, hereinafter called the Owner) and (Party of the Second part, hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these presents does agree with the said Owner, for the consideration herein mentioned to furnish all equipment, tools, materials, skill and labor of every description necessary to carry out and complete in a good, firm and substantial and workmanlike manner, the work specified, in strict conformity with the Specifications, together with the foregoing Quote made by the Contractor, the Instructions to Bidders, and this Agreement, shall all form essential parts to this Agreement. The work covered by this Agreement includes all work described in the Quote and the Specifications and listed in the conditions and specifications, to with: providing labor and material to perform Joint Rental Car Facility CCTV Installation for The Eastern Iowa Airport.

The work is to be Substantially Completed no later than 60 calendar days from the Notice-to-Proceed. If said work is not completed within the time stated, the Contractor shall be liable and hereby agrees to pay the Owner as liquidated damages and not as a penalty, the amount of one thousand dollars ($1,000.00) per calendar day exceeding the stated time period.

The Owner shall pay and the Contractor shall receive the price stipulated in the Quote hereto attached as full compensation for everything furnished and done by the Contractor under this Contract, the full sum of

_____ ($_____) based on the unit and/or lump sum bid prices payable as set forth in the specifications constituting a part of this Contract.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in quadruplicate this _____ day of _____, 2015.

CEDAR RAPIDS AIRPORT COMMISSION

ATTEST: By: _____

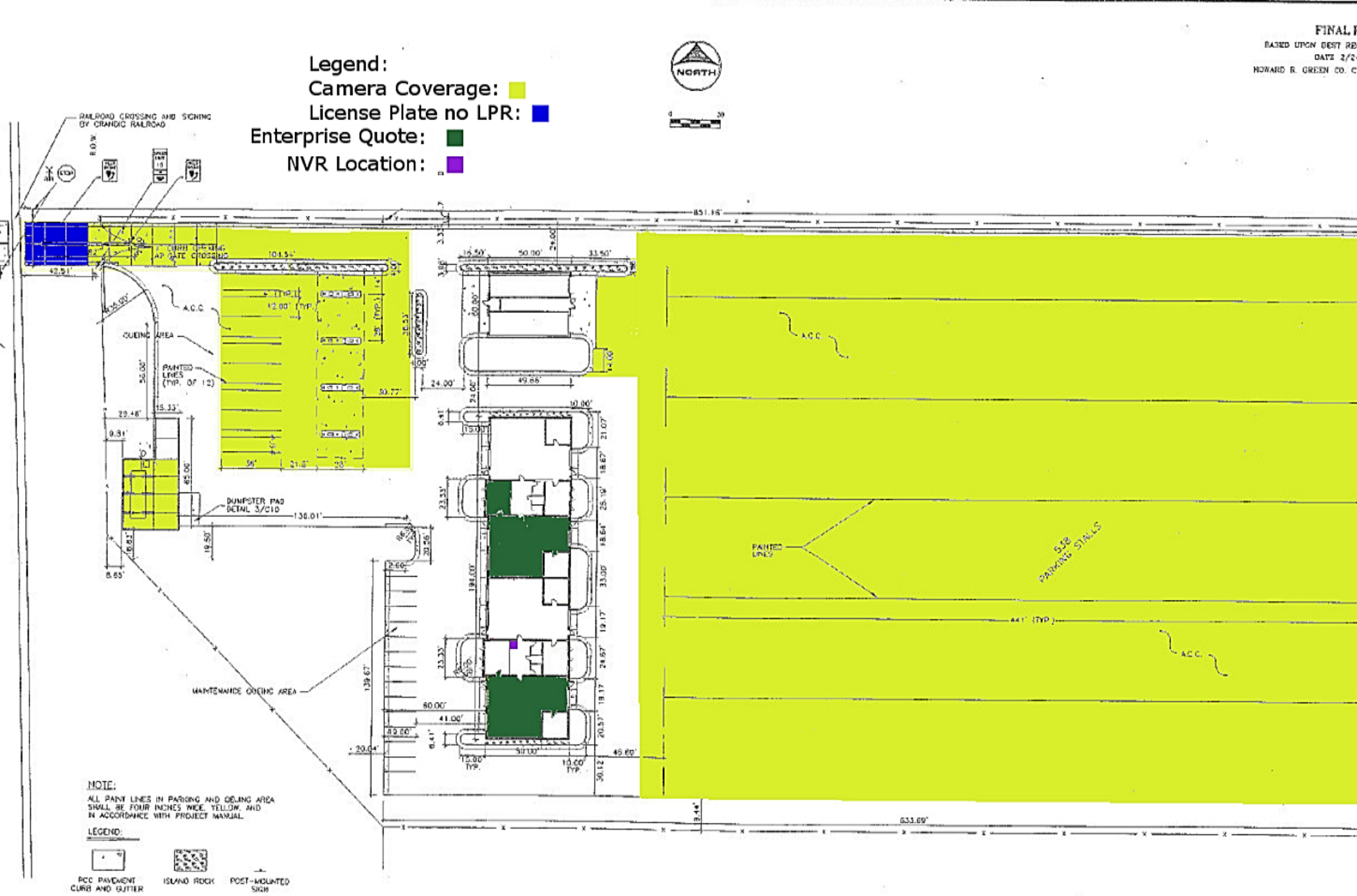
_____ Title: _____

CONTRACTOR

ATTEST: By: _____

_____ Title: _____

[END OF DOCUMENT]




FINAL
BASED UPON BEST RE
DATE 2/2
HOWARD R. GREEN CO. C

| | |
|---|---|
| JOB DATE: | APRIL '95 |
| JOB NUMBER: | 161867J01 |
| | 10:41:17 a.m. |
| | \J01\DWG\C-SITE03.DWG (MGALLAG) |

| NO. | DATE | BY | REVISION DESCRIPTION |
|---|---|---|---|
| 1 | 7/24/95 | BLR | FUELING AREA ELEVATION CHANGES |

Howard R. Green Company
CONSULTING ENGINEERS

CONSOLIDATED RENTAL CAR FACILITY
CEDAR RAPIDS AIRPORT
CEDAR RAPIDS, IOWA

SITE PLAN